

U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN

INSTRUCTIONS FOR ANNUAL PROGRESS REPORT FOR  
STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM

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**INTRODUCTION**

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including number of persons served and number of persons seeking services who could not be served. In addition, the Violence Against Women Act of 1994 requires the Attorney General to provide a detailed report on the use of STOP Violence Against Women Formula Grants Program (STOP Program) funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all STOP Program subgrantees to complete this **Annual Progress Report**. (A STOP Program grant is an award made by OVW to each of the states and territories; a STOP Program subgrantee is a recipient of funds distributed by the states or territories.)

A subgrant administrator or coordinator for the STOP Program subgrant must ensure that the form is completed fully with regard to all grant-funded activities. Subgrant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Subgrant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress annually for the period January 1 to December 31. **All subgrantees should read each section to determine which questions they must answer based on the activities engaged in under this subgrant during the current reporting period.** Sections B and F and subsections A1 and C2 of this form must be completed by all subgrantees. In sections D, E, and subsections A2, C1, and C3-C7, subgrantees must answer an initial question about whether they supported certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section/subsection. If the response is no, the rest of that section/subsection is skipped. Only sections that address subgrant-funded activities engaged in during the current reporting period should be answered.

If you are required to provide a match for your STOP Program subgrant, report on activities supported with this match. The activities of volunteers or interns may be reported if they are coordinated or supervised by STOP Program-funded staff or if STOP Program funds substantially support their activities.

This form must be submitted to the STOP administrator in your state or territory within 45 days of the end of the annual reporting period, December 31 (i.e., by February 15). *OVW recognizes that some of the information requested in this form will not be available for many programs until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.*

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292) or send your questions by e-mail to [vawamei@usm.maine.edu](mailto:vawamei@usm.maine.edu). Frequently asked questions and other information on the Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

## INSTRUCTIONS

### A. General Information

#### A1. Grant information

**All subgrantees must complete this section.**

1. Date of report

Enter the date on which you complete this form.

2. Current reporting period

Enter the year for which you are providing information.

3. Subgrantee name

Enter the name of the agency/organization that received the subgrant (e.g., Little Rock Police Department, Cook County Prosecutor's Office, Louisville Family Court, Family Crisis Services, Maine Department of Corrections). Each agency/organization that received STOP Program funds to support a distinct project and/or activities and that administered and coordinated its own STOP funds should fill out an annual progress report and list its name here. If you are an agency/organization such as a state coalition that receives the STOP funds and passes the funds through to other agencies without fulfilling administrative or coordinating functions once the funds are disbursed, you should NOT list your name here. If you have questions about who should complete this form, or who the true subgrantee is, contact the STOP Administrator in your state or territory.

4. State subgrant number

List the numbers of all subgrants supporting activities engaged in during the current reporting period.

5. Type of subgrantee agency/organization

Choose the box(es) that best describe(s) the type of agency/organization receiving the STOP Program subgrant. Check all that apply. (The subgrantee is the agency/organization that receives STOP funds, even if they are subgranted through another organization such as a state coalition, if that agency/organization supports a distinct project and/or activities and administers and coordinates its own STOP funds, as described in instruction 3.)

6. Point of contact

Provide the name, agency/organization name if different from subgrantee name, mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the day-to-day coordination or administration of the subgrant.

7. Tribal populations

Check yes if your subgrant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program.

*Indian tribe:* A tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or

established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

*EXAMPLE 1: Your victim services program is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and you provide services to anyone who lives on the reservation that needs services. Report that you provide services to the Nez Perce tribe, but do not report other tribes whose member reside on your reservation.*

*EXAMPLE 2: You hold a training event for law enforcement in your non-tribal area and police from a nearby reservation attend. Your training does not address tribal codes, nor did you intend to train tribal police, even though they are welcome to attend the training. Even though tribal police attended, do not report that you served a tribe or nation, because it was not your intent to specifically focus on the tribe.*

#### 8. Percentage of subgrant funds

Report the area(s) addressed by your STOP Program subgrant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The subgrantee may choose how to make this determination.

**Sexual assault** is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include sexual assaults committed by offenders who are strangers to the victim and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In

compiling domestic violence figures, grantees should include grant funds directed at dating violence. The Violence Against Women Act defines dating violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** is defined as a course of conduct directed at a specific person that places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

## **A2. Staff information**

**If your STOP Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to Section B.**

### **9. Staff**

Report the total number of full-time equivalent (FTE) staff funded under this subgrant during the current reporting period. Include employees who are part time and/or partially funded with these subgrant funds as well as contractors. Include employees who are funded with grant match. Report the average when an employee or contractor was not employed or utilized over the entire reporting period. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Round to the second decimal.

*Administrator:* Administrative positions, such as director and fiscal manager.

*Program coordinator:* Staff who coordinate specific aspects of the program, such as Training Coordinator, Victim Services Coordinator, and Legal Staff Coordinator.

*Counselor:* Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.

*Support staff:* Staff who are secretaries, administrative assistants, receptionists.

*EXAMPLE 1: You have one full-time attorney whose salary is 100% funded with STOP Program funds and another attorney employed full-time whose salary is 25% funded with STOP Program funds. Report them as 1.25 FTE under civil attorney.*

*EXAMPLE 2: A staff member, whose salary is 100% funded with STOP Program funds, spends approximately 20 hours of her/his time coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as .50 under program coordinator, .40 under victim advocate, and .10 under other as "evaluator."*

*EXAMPLE 3: An employee worked full time for the first six months and had no time on the subgrant during the last six months of the reporting period. Report that staff person as .50 FTE.*

*EXAMPLE 4: If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that person as .33 FTE.*

## **B. Purpose Areas**

**All subgrantees must complete this section.**

### **10. Statutory purpose areas**

Check all purpose area(s) that apply to activities supported with STOP Program funds during the current reporting period.

## **C. Function Areas**

### **C1. Training**

**If your STOP Program funds were used for training during the current reporting period, check yes and answer questions 11-13. If not, check no and skip to C2.**

### **11. Training provided**

Report the total number of training events provided during the current reporting period that were either provided by STOP Program-funded staff or directly supported by STOP Program funds. If non-grant-funded staff were sent to training with STOP Program funds, count the training as an event. For example, if you send five judges to the same judicial institute, count this as one event. Staff development training provided to STOP Program-funded staff should not be counted.

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence and/or stalking that enables a person to improve her/his response to victims/survivors as it relates to her/his role in the system.

If a trainer is partially funded with STOP Program funds and partially funded by other sources, develop a system to determine which training activities were supported by STOP Program funds. You may choose how to determine this count, however, do not count training activities on more than one grant report form.

*Example 1:* A full-time trainer is hired by your agency. Half of her/his salary is paid by the STOP Program, and half through other means. You choose to count alternate trainings that s/he conducts as STOP Program-funded training.

*Example 2:* A full-time trainer is hired by your agency. Half of her/his salary is paid by the STOP Program, and half through other means. The STOP Program funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the trainings that take place in rural areas and/or that include content on rural issues as STOP Program-funded.

*Example 3:* You use STOP Program funds to send five judges to the same judicial institute. Count this as one event, and report five (5) court personnel trained.

### **12. Number of people trained**

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. These should be people trained by STOP Program-funded staff or people attending training events that were directly

supported with STOP Program funds during the current reporting period. If you are unable to determine the disciplines represented at a training event, report those people under multidisciplinary group. STOP Program-funded staff attending staff development training should not be counted.

13. Training content areas

Check the topics addressed in training events during the current reporting period. Do not include topics of staff development training attended by STOP Program-funded staff. Check all that apply.

**C2. Coordinated Community Response**

**All subgrantees must complete this section.**

14. Coordinated community response activities

Check the appropriate boxes to indicate which agencies or organizations that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your STOP Program subgrant. If the meeting was with a task force, you should check all attendees.

*NOTE: For instructional brevity, tables used throughout the instructions are modified versions of tables used in the report form.*

*EXAMPLE: A STOP Program-funded probation officer has regular consultations with victim services advocates regarding issues relating to victim safety and whether offenders are complying with the conditions of their probation regarding contact with victims. During the current reporting period, the officer logged 75 phone calls and meetings with the advocates. The probation officer also is a member of a regional task force that meets four times a year to address the system response to offender non-compliance with court orders. The task force includes the local courts, prosecutor's office, law enforcement, a domestic violence program, and the director of a mental health center. You would report the CCR activities in this way:*

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings		
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly
Domestic violence program	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Prosecutor's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

### **C3. Policies**

**If STOP Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if STOP Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer question 15. If not, check no and skip to C4.**

#### **15. Policies developed, substantially revised, or implemented**

Check all the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by STOP Program-funded staff or directly supported by STOP Program funds. Check all that apply.

*Develop:* To create a new policy or protocol.

*Substantially revise:* To make a significant amendment to an existing policy or protocol.

*Implement:* To carry out a new or revised policy or protocol as standard practice.

*EXAMPLE 1: (Developed) Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved populations. You report this activity during the current reporting period because the development of the policy was completed.*

*EXAMPLE 2: (Substantially revised) Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.*

*EXAMPLE 3: (Implemented) Your agency amended their policy concerning appropriate response to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period since the protocol became standard practice. You would not continue to report this same activity on future reporting forms.*

### **C4. Products**

**If STOP Program-funded staff developed, substantially revised, and/or implemented products or if STOP Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 16. If not, check no and skip to C5.**

#### **16. Product development, revision, and/or distribution**

Report the number of products developed, substantially revised, and/or distributed with STOP Program subgrant funds during the current reporting period. Report the number of new products developed and/or substantially revised during the current reporting period; the title/topic; and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly

developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period.

*EXAMPLE: You used STOP Program funds to develop a training curriculum to help law enforcement officers identify predominant aggressors. You distributed 50 copies at a train-the-trainer event. You also used STOP Program funds to translate and distribute 200 copies of a brochure on sexual assault developed during a previous reporting period. Finally, you developed a new brochure for battered immigrant women, although no copies were distributed during the current reporting period. You would report this as follows:*

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures	2	Dónde Recibir Ayuda para Víctimas de la Abusar de Sexual Battered Immigrant Women: Know Your Rights /legal rights of battered immigrant women	victims/survivors victims/survivors	200	Spanish
Training curricula	1	Identification of Predominant Aggressors/identifying predominant aggressors	law enforcement officers	50	

#### **C5. Data Collection and Communication Systems**

**If your STOP Program funds were used for data collection and/or communication systems technology during the current reporting period, check yes and answer questions 17-18. If not, check no and skip to C6.**

##### **17. Use of STOP Program funds for data collection and/or communications systems**

Indicate whether the STOP Program funds were used to develop, install, expand, and/or link data collection and/or communications systems, purchase computers or other equipment, share information with other community partners, or manage data collection and communication during the current reporting period. Check all that apply.

##### **18. Purpose of data collection and/or communication systems**

Indicate the types of information that have been or will be identified and/or tracked using the technology identified in question 17. Check all that apply.



## **C6. Specialized Units**

**If your STOP Program funds were used to support a specialized unit during the current reporting period, check yes and answer question 19. If not, check no and skip to C7.**

### **19. Use of STOP Program funds for specialized units**

Indicate how STOP Program funds were utilized for specialized units during the current reporting period. Check all that apply.

*Specialized unit:* A centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges responsible for domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP Program subgrant.

## **C7. System Improvement**

**If your STOP Program funds were used to support system improvement during the current reporting period, check yes and answer question 20. If not, check no and skip to Section D.**

### **20. Use of STOP Program funds for system improvement**

Indicate the system improvement activities engaged in during the current reporting period with STOP Program funds and identify the system(s) in which the improvement occurred. Check all that apply.

## **D. Victim Services**

**If STOP Program-funded staff provided victim services, or if grant funds were used to support victim services during the current reporting period, check yes and answer questions 21-27. If your STOP Program funds were not used for victim services, skip to Section E.**

**Only provide information in this section that represents victims served and services provided with STOP Program funding during the current reporting period. Report all victim services provided, whether by legal services, a victim services agency, or by staff providing victim services within law enforcement, prosecution, or the court system, in this section. Report criminal justice activities, such as 911 calls, investigations, and prosecutions, in Section E only.**

### **21. Number of victims/survivors served, partially served, and not served**

Report the following, to the best of your ability, as unduplicated numbers for each category during the current reporting period. Each victim/survivor may be counted only once during each reporting period that they received services.

Victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of sexual assault, domestic violence, and stalking on page 3 of these instructions.)

- A. *Victims/survivors served* are those who received the service(s) they needed, if those services were provided under your STOP Program subgrant.
- B. *Victims/survivors partially served* are those who received some service(s), but not all of the

- services they needed, if those services were provided under your STOP Program subgrant.
- C. *Victims/survivors seeking services who were not served* are those who sought services and did not receive the requested service(s) they needed, if those services were provided under your STOP Program subgrant.

*Note: If you receive a call or request for service from someone who is NOT a victim/survivor, this activity should not be reported on this form. If the person is a victim/ survivor but is requesting a service you do NOT provide under your grant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you can not locate them, do not count this person.*

*EXAMPLE 1: (Primary victimization): A victim/survivor comes into your program looking for help with a protection order. Her estranged intimate partner, who has a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic abuse or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.*

*EXAMPLE 2: (Served): A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. This victim/survivor has received a range of the services you normally provide under your STOP Program subgrant and should be counted as “served” in the domestic violence column.*

*EXAMPLE 3: (Partially served): A victim/survivor whose ex-intimate partner has been charged with stalking comes into the prosecutor’s office to talk about her case. Your advocate explains the process to her, what she can expect, the different hearings that will take place, etc. She asks the advocate to attend the arraignment with her, but the advocate already is scheduled to be in another courtroom on that date. This victim/survivor received information from your advocate, but not the other services she needed that you normally provide under your subgrant. She should be counted as “partially served” in the stalking column.*

*EXAMPLE 4: (Not served): A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the call has called your program’s hotline asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your STOP Program subgrant. You are unable to provide the needed service, therefore she should be counted as “not served” in the sexual assault column.*

*EXAMPLE 5: (Not counted): You receive police reports on all domestic violence incidents responded to by police. You send out letters to 500 victims/survivors based on these police reports. Twenty-five letters are returned as undeliverable. Unless a victim/survivor contacts you requesting a service that you are funded to provide with STOP Program funds, none of victims/survivors to whom you mailed letters are counted.*

(Examples 5A, 5B, and 5C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses the victim/survivor received.)

#### EXAMPLE 5

A. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You provide civil legal assistance and she joins a support group. This victim/survivor has received a range of the services you provide under your STOP Program subgrant and should be counted as “served.”

B. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You provide her civil legal assistance. However, your individual and group support services are full and you can not provide this service. This victim/survivor has received some, but not all, of the services you provide under your STOP Program subgrant and should be counted as “partially served.”

C. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services you provide under your STOP Program subgrant and should be counted as “not served.”

#### 22. Reasons that victims/survivors seeking services were not served or were partially served

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

*Program reached capacity/limited service availability:* Program is operating at full capacity.

Victims/survivors may be placed on a waiting list.

*Need not documented:* Determination is made that there is not sufficient basis to provide the services requested by the victim/survivor. For example, a victim/survivor requests shelter even though she has had not contact or threats from her batterer for more than two years and she is not in danger. Therefore, the need for shelter is not documented, even though she is a victim/survivor.

*Did not meet eligibility or statutory requirements:* Victim/survivor does not meet eligibility requirements of program or does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

*Program rules not acceptable to victim/survivor:* Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.

*Services not appropriate for victim/survivor:* For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

*Transportation problems:* Victim/survivor is unable to arrange for transportation to receive services. This includes situations in which public transportation is available but cannot be paid for.

*Conflict of interest:* The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.

*Services inappropriate or inadequate for people with substance abuse problems:* Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse problems.

*Services inappropriate or inadequate for people with mental health problems:* Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems.

*Services not available for victims/survivors accompanied by male adolescent:* Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.

*Inadequate language capacity (including signing):* Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

*Insufficient/lack of culturally appropriate services:* Services currently provided under the grant are not culturally appropriate for the victim/survivor.

*Insufficient/lack of services for people with disabilities:* The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.

*Geographic or other isolation of victim/survivor:* Staff or volunteers cannot serve the victim due to geographic distance or isolation.

*Hours of operation:* Hours during which the program provides services are not consistent with the hours the victim/survivor is available to receive needed services.

**EXAMPLE:** A victim/survivor of sexual assault seeks individual and group counseling. Your program is funded with STOP Program funds to provide these services and you provide the individual counseling but do not provide the group services because the victim/survivor is actively abusing drugs. You would indicate that the victim/survivor was partially served because the group "services [were] inappropriate or inadequate for people with substance abuse problems."

## **23. Demographics of victims/survivors served or partially served**

Based on the victims/survivors reported in 21A and 21B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the "other demographics" options, the totals for these two categories may exceed the total number of victims/survivors reported in 21A and 21B. However, the total number of victim/survivor's reported in the "gender" and "age" categories should equal the total number of victims/survivors reported in 21A and 21B. The demographic categories listed under race/ethnicity are mandated by the federal Office of Management and Budget and are consistent with the US Census.

*Race/ethnicity:* Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories.

*Gender:* Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 21A and 21B.

*Age:* Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 21A and 21B.

*People with disabilities:* Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people who are hearing impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.

*People with limited English proficiency:* Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

*People who are immigrants/refugees/asylum seekers:* Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.

*People who live in rural areas:* Report the number of victims/survivors who live in a rural area or community. *(If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the US Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)*

*EXAMPLE:* You served a 20-year-old woman who is a victim/survivor of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-25), and as a person with limited English proficiency.

#### 24. Victims/survivors' relationship to offender

Indicate the relationship of the victim/survivor to the offender by type of victimization. Victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The number of victims/survivors reported here may total more than the sum of 21A and 21B.

*Intimate partner:* A person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated as a spouse to the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

*Other family or household member:* A family member is any person who is related to the victim/survivor by blood, kinship or relationship. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, extended family, clans, etc. Other household members are any persons who

share or has shared a household with the victim/survivor, including roommates, personal care attendants, etc.

*Dating relationship:* A social relationship of a romantic or intimate nature. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

*Acquaintance:* A person known to the victim, including a peer, co-worker, supervisor, friend, classmate, etc.

*Stranger:* Any person unknown to the victim/survivor.

*EXAMPLE:* A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Relationships to offender	Number of victims/survivors		
	Sexual assault	Domestic violence	Stalking
Current or former spouse or intimate partner			1
Other family or household member ( <i>sibling, grandparent, etc.</i> )			
Dating relationship	1		

## 25. Victim services

Based on the victims/survivors reported in 21A and 21B, report the number of victims/survivors provided with hotline calls, crisis intervention, hospital response, counseling/support group, criminal justice advocacy/court accompaniment, civil legal advocacy/court accompaniment, civil legal assistance, victim witness notification, or victim/survivor advocacy during the current reporting period. Count a victim/survivor once for each type of service provided during the reporting period. The number of victims/survivors reported here may total more than the sum of 21A and 21B. A victim/survivor may be counted more than once, if that person received more than one of the listed services.

*Hotline calls:* Crisis or information and referral calls received by an agency's hotline or office telephone.

*Crisis intervention:* Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in her/his life. In this category, report only crisis intervention that occurs in person. Report telephone crisis intervention under hotline calls.

*Hospital response:* Accompanying or meeting a victim at the hospital, usually for a forensic exam.

*Counseling/support group:* Individual or group counseling or support provided by a volunteer, peer, or professional.

*Criminal justice advocacy/court accompaniment:* Assisting a victim/survivor with legal issues including preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

*Civil legal advocacy/court accompaniment:* Assisting a victim/survivor with legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system.

*Civil legal assistance:* Civil legal services provided by an attorney.

*Victim-witness notification:* Notifying victims/survivors of case status, hearing dates, providing information regarding criminal process

*Victim/survivor advocacy:* Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc. Advocacy would also include accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

## 26. Shelter services

Report the total number of victims/survivors and accompanying family members who received emergency shelter or transitional housing. This should be an unduplicated count of both victims/survivors and family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed days provided in emergency shelter or transitional housing to victims/survivors and family members. Bed days are determined by multiplying the total number of nights each victim/survivor and family member stays in a shelter by the number of victims/survivors and family members served. For example, if 10 victims/survivors stayed in the emergency shelter for 5 days each and each was accompanied by 3 family members who also stayed for 5 nights each, this would be reported as follows:

Shelter service	Number of victims/survivors	Number of family members	Number of bed days
Emergency shelter	10	30	200

*Emergency shelter:* Victim/survivor is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters for a limited amount of time. Emergency shelter can also be safe-homes (generally private homes allowing a victim/survivor who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.

*Transitional housing:* Victim/survivor is housed either in an apartment or single-family unit. This housing often includes a case management component that would include a work plan for what the client will accomplish while staying at the facility. Victims/survivors and their children are offered the array of direct services that the victim service agency offers other clients such as court advocacy, assistance in getting TANF, WIC, job training, child care, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

## 27. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which STOP Program-funded victim services staff provided assistance to victims/survivors during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no contact" or "stay away" orders in your jurisdiction, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which victim services staff provided assistance to the victim/survivor in obtaining such an order,

the number of those orders requested and granted should be reported here.

## **E. Criminal Justice System**

**Only provide information in this section that represents STOP Program-funded criminal justice activities engaged in during the current reporting period. Report all victim services provided by staff within law enforcement, prosecution, or the court system, in Section D only.**

### **E1. Law Enforcement**

**If your STOP Program funds were used for law enforcement activities during the current reporting period, check yes and answer questions 28-29. If not, check no and skip to E2. Provide information only for STOP Program-funded law enforcement activities engaged in during the current reporting period.**

#### **28. Activities**

Report on any of the following activities supported with STOP Program funds relating to sexual assault, domestic violence, and/or stalking cases/incidents during the current reporting period, by providing a total number for each of those activities. (See page 3 of these instructions for definitions of sexual assault, domestic violence, and stalking.)

For the purpose of the law enforcement section of this report, each incident is one case and may involve one or more offenses and/or one or more victims/survivors. Each case/incident may also involve one or more offenders. For example, each time a law enforcement officer responds to a domestic violence call, it is one incident or case.

*Calls for assistance:* All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, or stalking incidents.

*Incident reports:* All responses to a sexual assault, domestic violence, or stalking incident as reported on an incident report.

*Cases/incidents investigated:* All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, or stalking incident.

*Arrests of predominant aggressor:* All responses by law enforcement in which only the primary aggressor is arrested.

*Dual arrests:* All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, or stalking incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)

*Protection/ex parte/temporary restraining orders served:* All instances in which these types of orders have been served on sexual assault, domestic violence, or stalking offenders.

*Arrests for violation of bail bond:* All instances in which arrests were made of offenders charged with sexual assault, domestic violence, or stalking crimes who violated conditions set out in their bail bonds.

*Enforcement of warrants:* All instances in which warrants relating to sexual assault, domestic violence, or stalking offenses were enforced.

*Arrests for violation of protection order:* All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, or stalking crimes.

*Protection orders issued:* If law enforcement officers in your jurisdiction are allowed to issue or request “no contact,” protection, or restraining orders in cases of sexual assault, domestic



violence, or stalking, report the number of protection orders issued.

*Referrals of cases to prosecutor:* Number of cases/incidents that were referred to the prosecutor's office. These cases may involve multiple offenses.

*Referrals of federal firearms charges to federal prosecutor or federal law enforcement:*

Number of cases/incidents involving firearms that were referred to a federal prosecutor or federal law enforcement agency.

## 29. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP Program-funded law enforcement staff provided assistance to victims/survivors of sexual assault, domestic violence, or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no contact" or "stay away" orders in your jurisdiction, and they may be civil or criminal.

Temporary orders are generally issued ex parte, meaning without a court hearing for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which law enforcement provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

## E2. Prosecution

**If your STOP Program funds were used for prosecution activities during the current reporting period, check yes and answer questions 30-34. If not, check no and skip to E3. Provide information only for STOP Program-funded prosecution activities engaged in during the current reporting period.**

## 30. Number of cases referred, charged, not charged, or transferred

Report the total number of case referrals received, cases in which charges were filed, cases in which an affirmative decision was made to not file charges, and the number of cases referred to a higher or lower court.

- a. *Number of case referrals received in the current reporting period:* Report the number of new sexual assault, domestic violence, and stalking cases referred from law enforcement during the current reporting period. Each case would reflect an incident responded to and reported on by law enforcement, and may involve one or more offenses.
- b. *Number of cases in which charges were filed during the current reporting period:* Report the number of sexual assault, domestic violence, and stalking cases referred from law enforcement in which formal charges were filed.
- c. *Number of case referrals in which an affirmative decision was made not to file charges during the current reporting period:* Report the number of sexual assault, domestic violence, and stalking cases referred from law enforcement in which decisions were made not to bring charges.
- d. *Number of cases transferred to a higher or lower court:* Report the number of sexual assault, domestic violence, and stalking cases that were transferred to a higher or lower court and therefore out of your office's jurisdiction during the current reporting period.

31. Number of pending and new charges

Report the total number of sexual assault, domestic violence, and/or stalking charges pending from the previous reporting period and new offenses charged during the current reporting period. If you have not previously filed an annual report, include all charges pending at the beginning of the current reporting period as “pending charges.”

*Misdemeanor and felony domestic violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, sexual assault and stalking offenses should be counted, even if your state law or tribal code uses other names for these types of offenses, such as “sexual battery” or “harassment.”*

If you are a tribal prosecutor, report on charges handled in tribal court. Report on crimes referred to federal and state entities for prosecution in question 33.

32. Disposition of charges

Report the disposition of listed types of charges that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and/or acquittals.

*Dismissed:* Report charges that were dismissed and indicate if the reason for dismissal was the request of victim, lack of evidence, plea bargain, or other reason.

*Deferred adjudication:* Report charges in which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully completes those terms, the charges are usually dismissed.

*Convicted:* Report charges that resulted in convictions, and indicate whether the offender was found guilty of the highest offense charged, found guilty of a lesser offense, found guilty as charged, pleaded guilty to a lesser offense, or other.

*Acquitted:* Report charges of which the offender was acquitted.

33. Tribal subgrantees

If you are a tribal agency or government, report the number of sexual assault, domestic violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

34. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP Program-funded prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as “no contact” or “stay away” orders in your jurisdiction, and they may be civil or criminal. Temporary orders are generally issued ex parte, meaning without a court hearing for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which prosecutors funded under the STOP Program subgrant provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

### **E3. Courts**

**If your STOP Program funds were used for court activities during the current reporting period, check yes and answer questions 35-39. If not, check no and skip to E4. Provide information only for STOP Program-funded court activities engaged in during the current reporting period.**

*EXAMPLE: Your STOP Program subgrant funds a special domestic violence court. The special domestic violence court is located in a larger district court. You would report only on domestic violence cases handled by the special domestic violence court.*

*EXAMPLE: Your STOP Program subgrant provides funds to support the attendance of state court judges at a national training institute that focuses on domestic violence. You would report those training activities in subsection C1 and you would NOT provide information in subsection E3 on Courts.*

#### **35. Number of criminal charges**

Report the total number of sexual assault, domestic violence, and/or stalking charges carried over from the previous reporting period and new offenses charged during the current reporting period.

*Misdemeanor and felony domestic violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, sexual assault and stalking offenses should be counted, even if your state law or tribal code uses other names for these types of offenses, such as “sexual battery” or “harassment.”*

*Charges pending:* Report charges that were filed in the previous reporting period and are still active. If you have not previously filed an annual report, include all pending charges at the beginning of the current reporting period.

*New charges:* Report new criminal charges filed during the current reporting period.

#### **36. Disposition of criminal charges**

Report the disposition of listed types of charges that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

*Dismissed:* Report charges that were dismissed.

*Deferred adjudication:* Report charges for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the charges against that defendant are usually dismissed.

*Convicted:* Report charges for which there was a conviction.

*Acquitted:* Report charges of which the offender was acquitted.

37. Judicial monitoring

Report the number of sexual assault, domestic violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Also report the total number of review hearings conducted.

38. Dispositions of violations reviewed

Report the number of sexual assault, domestic violence, and/or stalking cases reviewed by the court in which there were dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

*No action taken:* No action is taken by the presiding judge or magistrate.

*Warning:* The offender is given a warning of future consequences.

*Fine:* A fine is imposed on the offender.

*Conditions added:* Conditions are added to offender's term of probation.

*Partial revocation:* The offender is ordered to serve part of suspended sentence.

*Probation revoked/incarcerated:* The offender's probation is revoked and the offender is ordered to serve the entire sentence.

39. Civil protection orders

Report the total number of requests received for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence, and stalking during the current reporting period in the court receiving funds under the STOP Program subgrant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no contact" or "stay away" orders in your jurisdiction. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

**E4. Probation and Parole**

**If your STOP Program funds were used for probation and parole activities during the current reporting period, check yes and answer questions 40-42. If not, check no and skip to E5.**

**Provide information only for STOP Program-funded probation and parole activities engaged in during the current reporting period.**

40. Number of cases

Report the total number of continuing sexual assault, domestic violence, and/or stalking cases from the previous reporting period and new cases from the current reporting period. This is an unduplicated count. If you have not previously filed an annual report, include all pending cases at the beginning of the current reporting period as "cases pending."

*Misdemeanor and felony domestic violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, sexual assault and stalking offenses should be counted, even if your state law or tribal code uses another name for these types of offenses, such as “sexual battery” or “harassment.”*

#### 41. Monitoring activities

For new and continuing cases reported in question 40, report the number of the monitoring activities engaged in during the current reporting period. In the second column, “number of offenders,” report the number of offenders who were monitored by the probation office during the current reporting period, by the type of contact. This should be an unduplicated count of offenders for each type of contact. In the third column “total contacts,” report the total number of times offenders were contacted, by the type of contact.

*Face-to-face meeting with offender:* The probation officer has regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.

*Telephone contact with offender:* The probation officer has regularly scheduled or unscheduled contact with the offender by telephone.

*Unscheduled surveillance of offender:* The probation officer observes specific locations (e.g., victim/survivor’s home, offender’s workplace) or monitors the whereabouts of the offender with or without the offender’s prior knowledge.

For new and continuing cases reported in question 40, report the number of times the probation office engaged in outreach to a victim/survivor. In the second column, “number of victims/survivors,” report the total number of victims/survivors who were contacted by the probation office during the current reporting period. This should be an unduplicated count of victims/survivors. In the third column “total contacts,” report the total number of times victims/survivors were contacted.

*Outreach to victims/survivors:* The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and inquire about the victim/survivor’s safety.

#### 42. Dispositions of violations

Report the number of sexual assault, domestic violence, and/or stalking cases reviewed by the court in which there were dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report here. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

*No action taken:* No action is taken by the presiding judge or magistrate.

*Warning:* The offender is given a warning of future consequences.

*Fine:* A fine is imposed on offender.

*Conditions added:* Conditions are added to the offender’s term of probation.

*Partial revocation:* The offender is ordered to serve part of suspended sentence.

*Probation revoked/incarcerated:* The offender's probation is revoked and the offender is ordered to serve the entire sentence imposed by the court.

## **F. Narrative**

**All subgrantees must answer questions 43 and 44.**

**PLEASE LIMIT YOUR RESPONSE TO TWO PAGES FOR EACH QUESTION.**

43. What do you see as the most significant areas of remaining need, with regard to increasing victim/survivor safety and offender accountability?

Describe any significant remaining areas of need. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.

44. What has STOP Program funding allowed you to do that you could not do prior to receiving funding?

Describe anything STOP Program funding has enabled you to do that you could not do before you received STOP Program funding.

*EXAMPLE: Before we received our first STOP Program subgrant in 1999, we only had one staffperson at the shelter. Because we would not leave women and children alone in the shelter, everyone had to go with us when anyone had an appointment. We would put everyone in our station wagon, and children would be sitting on the floorboards. Since we received our grant, we were able to hire two more staff, so there is always someone to stay at the shelter with women and children. We also bought a mini-van, so now there is plenty of room for everyone.*

*EXAMPLE: Before we received STOP Program funds, we did not appropriately serve women with disabilities. Since we received STOP Program funds, we hired a disability specialist and have increased the number of women with disabilities served by our program from two in 1999 to 60 in 2003.*

**Question 45 is optional.**

**PLEASE LIMIT YOUR RESPONSE TO TWO PAGES.**

45. Provide any additional information that you would like us to know about your STOP Program subgrant and/or the effectiveness of your grant.

If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols, systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, utilization of volunteers and/or interns to complete activities, promising practices, and positive or negative unintended consequences.

*EXAMPLE: Since training prosecutors, judges, and law enforcement, we have seen an increase in the number of sex offenders who are arrested and convicted in cases in which the offender has been identified. In 2000, only 25% of sex offenders were arrested, and only 10% of them were convicted. This year, 75% of all sex offenders are arrested and 80% of them are convicted.*

*EXAMPLE: Our STOP Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented and Forensic Exam Program was created.*